MEMORANDUM

TO: Community Services Board and Behavioral Health Authority Executive Directors
and Information Technology Staff

FROM: Fred Mitchell, Chairman, VACSB Data Management Committee
Paul Gilding, Director, Office of Community Contracting

SUBJECT: Community Consumer Submission Schedule for FY 2007 and FY 2008

DATE: March 9, 2007

We are writing to provide the schedule, discussed and adopted at the VACSB Data Management
Committee (DMC) meeting today, for submitting final FY 2007 CCS 2 (CCS 2) submissions and
implementing the CCS 3 for FY 2008. The Department distributed CCS 3 extract specifications,
dated 01-29-2007, to almost all CSBs at the Orientation and Training event on January 29 and to all
CSBs via e-mail on February 15, 2007. This distribution included the CCS 3 Extract Specifications,
What's Changed in CCS 3, Core Services Taxonomy 7.1, the revised New CCS Admission and
Discharge Paradigm, and the January 29 PowerPoint presentation. Please note that the New
Paradigm distributed with the February 15 e-mail is the final one, which is consistent with the CCS
3 Extract Specifications and Core Services Taxonomy 7.1; please discard the copy provided at the
January 29 event to avoid any confusion. The CCS 3 and Taxonomy 7.1 are effective on July 1 for
FY 2008 and subsequent fiscal years. The Department distributed these documents early so that
CSBs could start working with their information system vendors to develop and test any needed
modifications to their systems now to able to submit CCS 3 extracts for FY 2008 in a timely
manner. Please refer to the distributed documents for more detailed information about the CCS 3.

CSBs should not implement the CCS 3 until July 1 for FY 2008. The CCS 2 and CCS 3 use
different extract programs; you cannot use CCS 2 extract software to produce a CCS 3 submission,
since there are some different data elements in the CCS 3 and some data is collected differently,
such as specific dates for services. CSBs should begin collecting the additional or different CCS 3
data elements in their local information systems on July 1, when the CCS 3 becomes effective. The
VACSB DMC and the Department have established the schedule on the next two pages for
completion of FY 2007 CCS 2 submissions and implementation of the CCS 3 for FY 2008. Please
note that, unlike CCS 2, CSBs will submit consumer, type of care, and service extract files every
month, no later than the end of the month following the month for which data is being submitted.

As the February 15 e-mail stated, please note that CSBs do not have to change their clinical or service delivery practices to implement the New CCS Admission and Discharge Paradigm on July 1, 2007. A major feature or goal of the CCS 3 is to provide CSBs with as much flexibility as possible within the constraints of producing consistent, comparable data about consumers and services. For example, CSBs may chose to continue enrolling and releasing consumers in and from individual core services within a program area. However, CSBs must be able to convert those enrollments and releases into admissions to and discharges from a program area (all mental health, mental retardation, or substance abuse services), beginning on July 1 for the CCS 3.

CCS 2 Schedule for Final FY 2007 Submissions

07-31-07: Each CSB submits its monthly CCS 2 consumer, admission, and program extract files for June 2007.

08-29-07: Every CSB submits its final CCS 2 year end (year-to-date) consumer, admission, program, and service extract files for all of FY 2007 to the Department by August 29, 2007, using the current CCS 2 extract software. This later date for final FY 2007 CCS 2 data, as opposed to July 31, 2007, allows the inclusion of all units of services delivered in FY 2007, which might not be in local information systems in July. Since all services provided by CSBs directly and contractually should be in their local information systems, service unit information in final FY 2007 CCS 2 submissions should match service unit information in FY 2007 CARS performance contract reports. Any corrections of service information needed as a result of Departmental review of the August 29 submissions must be completed by October 1.

10-01-07: Any CSB that needs to revise its final August 29 CCS 2 service information submits any corrections of FY 2007 CCS 2 year end (year-to-date) service information to the Department no later than October 1, using current CCS 2 extract software. The Department will not accept FY 2007 corrections after this date. CSBs should not use CCS 2 extract software after October 1, since some of the reporting requirements in the CCS 3 differ from CCS 2 requirements.

CCS 3 Implementation Schedule

06-01-07: The Department provides CCS 3 extract software to pilot site CSBs for testing by June 1, 2007. To the greatest extent possible, the software will be pilot tested by at least one CSB using each of the nine CSB information system vendors.

06-29-07: Pilot site CSBs complete testing CCS 3 extract software by June 29, 2007.

07-01-07   Vendors must complete any necessary modifications of their information systems and provide any modifications to their CSBs in sufficient time for those CSBs to implement the CCS 3 by July 1 in their local information systems to ensure that all CCS 3 data elements are collected and error checked in accordance with CCS 3 extract specifications starting on July 1. For example, Medicaid numbers must be collected for consumers enrolled in Medicaid, and dates must be attached to services provided.

09-14-07: Based on the pilot testing, the Department makes any necessary revisions and distributes the CCS 3 extract software to all CSBs by September 14, 2007. Each CSB installs and tests the CCS 3 extract software in time to begin using it no later than November 1 to submit its CCS 3 test data to the Department.

11-01-07: Each CSB submits its CCS 3 test data to the Department by November 1 to verify that its information system can produce acceptable CCS 3 data and that the Department's extract software works.

11-28-07: Every CSB submits its first CCS 3 FY 2008 monthly consumer, type of care, and service extract files to the Department by November 28 for the July 1 through October 30 period, using the CCS 3 extract software. CSBs should not use CCS 2 extract software after October 1, since some of the reporting requirements in the CCS 3 differ from CCS 2 requirements.

As the February 15 e-mail noted, once CSBs begin working with the CCS 3 and generating questions, the VACSB DMC and Department will issue frequently asked questions (FAQs), as we did with the CCS 2. We are issuing our first FAQs today, based on discussions in the DMC and questions we have already received from some CSBs. The second purpose for this memorandum is to solicit questions from you about implementing the CCS 3, so that the VACSB DMC and Department can develop and distribute additional FAQs to facilitate a smooth transition to CCS 3. Please submit any implementation questions for future FAQs to either of us by May 1.

If you have any questions about the CCS 3 or this memorandum, please e-mail us at fmitchell@colonialcsb.org or paul.gilding@co.dmhmrsas.virginia.gov. The way in which the CCS 3 was developed is an excellent example of the strength and value of our partnership. Thank you for your continued assistance and support as we implement the CCS 3 together.

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